



## Job Posting

**Posting & Application Period:**  
**October 20 – November 3, 2015 (by 5:00 pm)**

# Ombudsman Analyst

**DEPARTMENT:** Legislative Corrections Ombudsman (LCO) Office  
**STATUS & HOURS:** Full-Time – 37.5 hours per week | 8:30 am to 5:00 pm, Monday - Friday  
**MINIMUM PAY RATE:** \$22.54 per hour (\$44,122 annually)  
Range G on the 10-1-15 Legislative Council Salary Schedule  
**JOB LOCATION:** LCO Office – 124 W. Allegan Street, 4<sup>th</sup> Floor-Boji Tower, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

The Legislative Corrections Ombudsman Office (LCO) is non-partisan legislative agency that investigates complaints from prisoners and legislators regarding the administrative actions of the Michigan Department of Corrections (MDOC) that are alleged to be contrary to department policy, procedure or state law.

Following established guidelines and procedures, the employee in this position conducts comprehensive investigations of complaints relating to the administrative actions, policies and procedures of the MDOC. Gathers evidence and information, conducts the necessary research to analyze issues and complaints, makes recommendations and executes response. Prepares written reports, maintains electronic databases and responds to daily telephone calls. Frequent travel to statewide correctional facilities is required to interview prisoners or MDOC staff. Duties are performed under the general supervision of the Legislative Corrections Ombudsman.

### REQUIRED EDUCATION

Bachelor's degree in social sciences field or related area.

### EXPERIENCE/OTHER REQUIREMENTS

- One to three years of work experience in the social services field, corrections, public policy, or other related field required.
- Excellent research, writing and analytical skills required.
- Strong interpersonal and organizational skills required.
- Must be able to handle stressful situations and conduct work in a prison environment. Valid driver's license required for travel to correctional facilities as needed throughout the state.
- A high level of initiative and self-motivation is required. Candidate must be a team player, yet able to work independently to complete caseload assignments.
- Experience in policy/statute analysis and research with the ability to make objective decisions and demonstrate excellent problem-solving skills is required.
- Equivalent combination of education and experience of above acceptable.

### HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include a resume and cover letter as separate attachments in their online application. **The deadline to apply is 5:00 pm on Tuesday, November 3, 2015.**

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at [HumanResources@legislature.mi.gov](mailto:HumanResources@legislature.mi.gov) or call 517-373-9643.

### ADDITIONAL REQUIREMENTS and INFORMATION

All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan and maintain confidentiality. This position is an unclassified, non-Civil Service position. Successful candidates will be required to undergo a criminal background check.

**For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.**

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.